

## **Town of Linn, WI, Treasurer Opening Announcement:**

The Town of Linn, Walworth County, WI is accepting applications for a Part-Time Town Treasurer.

**The pay rate is \$25/hour.** This position is non-exempt.

Weekly work hours and schedule will vary. The Treasurer is expected to work over 20 hours per week during tax season (mid-December until mid-February). The maximum annual work hours are 1,100.

**Description:** This position is responsible for collection of taxes, disbursement and deposits of Town money, bank statements, coordination of room tax collection and reporting, preparing special charges, invoicing, financial reporting, financial policies, tracking boat launch and slip payments, assisting with the annual budget process, preparing items for the town board, coordination of packets and materials for committee/commissions, and duties as assigned. The Treasurer will report to the Town Administrator.

**Qualifications:** Experience in accounting, finance, and tax collection is desired. Working Experienced in Quickbooks or equivalent bookkeeping software, is highly desired. Certification as a Municipal Treasurer or Finance Officer is a plus.

### **To apply:**

Submit the Town application and a resume to Administrator Jim Hurley at [admin@townoflinn.wi.gov](mailto:admin@townoflinn.wi.gov), or P.O Box 130, Zenda, WI 53195.

Applications are available at the Town of Linn website, and Town Hall:

Town website: <https://townoflinn.wi.gov/forms-permits/>

Town Hall address: W3728 Franklin Walsh Street, Zenda, WI 53195.

**Application Deadline:** December 6, 2024

**Questions?** Contact Administrator Jim Hurley at 262-275-6300 ext. 12